

DELTA COMPANY



Reception Company

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MISSION

D Co. 266th QM BN will in-process all Soldiers arriving to the 23rd QM BDE for MOS training, in order to prepare them for the immediate integration to their training company; provide C2 of all Hold-under, Chapter, and MEB Soldiers; conduct transition of all Inactive service soldiers in order to enable “line” companies to focus in MOS and WT&BD training.

Saturday Schedule

0600 hours: Incoming Soldier pick-up (0600: Duty NCO arrives to take

soldiers to chow

0700-1400 hours: Cadre report for duty; in-processing begins for all new arrivals reporting after 1700 hours on Friday.

1400-2000:

- *PSGs meet bus(s) at D Co; escort buses to hangar*
- *Soldiers grouped by MOS*
- *Collect dental/medical records*
- *Collect orders/201 files (make 20 copies)*
- *Collect 92F driver's licenses and scan for validation*
- *Soldiers fill out in-processing sheet(s)*

Medical assessment (range of motion), counseling session, AWOL/suicide/At-risk sheets, linen hand receipts, and personnel data sheet

- *Soldiers are checked for unauthorized/prohibited items*
- *Transport Soldiers to chow*
- *Assign linen and room to Soldiers*
- *Create bay guard roster for weekend*

2100-2230: Personal Time

2230-2300: Accountability Formation

2300: Lights out

Sunday Schedule:

0600-2359: Incoming Soldier pick-up

0800-0900: Verification of personnel rosters

0900-1000: Soldiers move to Brunch Chow

1030-1200: Female Soldiers Readiness Briefing (Mifflin Hall)

1200-1500: Briefing by 266th BN Chaplain and 23rd BDE EO/UVA
personnel /H1N1 Video

1600: Formation

1630-1800: Soldiers move to Dinner Chow

1830-1915: Formation for Soldiers to be notified of their
unit assignment

1915-2000: Barracks Maintenance

2000-2100: Personal time

2100: Lights out

Monday Schedule:

SOLDIERS ARRIVE	0600-0700
AG SOLDIER ONE STOP	0700-0900
FINANCE	0900-1100
BDE CDR/CSM	1100-1200
LUNCH	1200-1300
ACS	1300-1330
CID	1330-1345
IG	1345-1400
NG LIAISON	1400-1415
STI	1415-1430
DENTAC	1430-1500
SAPR	1500-1530